

Position:	Project Manager		
Department/Group:	Project Management	Job Code/ Req#:	
Location:	Penticton	Travel Required:	Occasional, North America
Level/Salary Range:		Position Type:	Permanent
Direct Supervisor	Director of Projects	Date posted:	
Job Description			

Reporting to the Director of Projects, the Project Manager, will be responsible for all aspects of a client’s project delivery within Structurlam. You play a crucial role in ensuring that the projects within your assigned portfolio are delivered on time. This role will develop and manage the deliverables of our valued client’s mass timber solutions from the closing of the sale through to construction project close-out. This is a key leadership role that works collaboratively with our sales, estimating, technical services, design and operations partners. The Project Manager will be responsible for establishing and managing all milestones throughout the project schedule with the following objectives in mind:

- Being easy to do business with, deliver on our promises, and invest in our relationships to promote delighted and loyal customers and key stakeholder groups.
- Maintain our market leadership position.
- Consistently fill our manufacturing capacity.
- Provide dependable revenue recognition.
- Deliver the target project margin.

KEY RESPONSIBILITIES AND DUTIES INCLUDE:

- Oversee portfolio of mass timber projects, from estimating the effort required through the design and fabrication process, delivering to key milestones and metrics while staying within the approved financial plan. Performing all aspects of Sales order input & management for successful project deployment.
- Proactively manage project construction schedules, identifying and mitigating risks with clients and consultant teams well in advance to ensure smooth project deployment through the project lifecycle.
- Total schedule management, complete reporting on schedule status and work progress to ensure projects and manufacturing resources are being deployed to the best of their abilities.
- Management of external teams which include architects, structural engineers, general contractors, and supply chain vendors to ensure all goals & outcomes align.
- Provide strong leadership to team members, capitalizing on individual and group strengths to ensure project targets are achieved.
- Identify and manage opportunities and risks to achieve the best possible impact on schedule and financial targets.
- Project Managers need to anticipate problems, and then create new solutions in the plan and schedule to resolve issues related to:
 - Constructability
 - Manufacturability
 - Product performance
- Maintain impeccable records on shared drive of budget, vendor orders, contracts, schedules, project reports, etc.
- Manage communications with Senior Leadership including regional level status reporting.
- Interpret, issue, review and expedite RFIs with internal and external teams.
- Create and manage a culture of personal development and continuous improvement.
- Delivering additional projects, duties, and assignment as required and/or by requested by the Director.
- Ensure customer delivery expectations are coordinated with logistics and clear to the client, resulting in smooth fit and finish on site.

TECHNICAL EXPERTISE:

- Bachelor's Degree from a 4-year college, or 2-year diploma and paired with significant mass timber project experience.
- Be capable of managing construction budgets over \$2.5m in total contract sum on a single project, value engineering exercises and negotiating change orders.
- Must be versatile and able to manage multiple projects in various stages at any one time in the life cycle of a project.
- Practiced in commercial construction development processes, vendor management, client relations. Ability to report and communicate with confidence to senior level executive team in regard to project timeline and budget.
- Proficient in MS office suite, enhanced skill set with MS project and integrated scheduling.

GENERAL REQUIREMENTS:

- Demonstrate the ability to manage, motivate and develop a team internally and externally.
- Develop and demonstrate effective negotiation and consensus building.
- Highly motivated, creative, detail oriented, and dependable.
- Open to learn and accessible to all levels of the organization.
- Possess organizational, time management, and troubleshooting competence.
- Excellent team player, and capability to work independently.
- Superb communication skills – verbal and written.
- Ability to multi-task and prioritize project needs with constantly changing priorities.
- Travel will be required to markets and sites pre-, during and post construction (up to 15% of your time).
- Proactive, solution oriented with the proven ability to drive a project through tough timeline constraints.
- Self-awareness, with a desire for constant self-improvement, goal oriented.